ACTIVITY LIST (a)
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1 Establishment of a Company

1.1

Definition of corporate purpose

Definition of type of corporation

Definition of name of corporation

Definition of stock/share capital of corporation

Definition of owner(s)/shareholders of corporation

Definition of general manager(s)/board of directors of corporation

1.2

Preparation of articles of association

Declaration concerning financial operations during 1st 2 years

Confirmation of stock/share investment

Discussion of tax requirements with officials

1.3

Obtaining notarial attestation

1.4

Entering of corporation into commercial register

1.5

Obtaining tax registration number

Obtaining confirmation of company's establishment from Belgian authorities

(a) The main sections 1 to 9 do not necessarily indicate the temporal sequence for beginning the activities listed. The subsections (e. g. 1.1, 1.2, 1.3 etc.) are arranged in temporal sequence within each main section. The individual activities belonging to one subsection can begin simultaneously.

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2 Finance

2.1
Meeting to discuss budget

2.2
Preparation of budget

2.3
Preparation and approval of forms 650
Opening of bank account

2.4
Transfer of money

3 Building Lease Contract

3.1
Review by lawyers

3.2
Discussion of lease contract with landlord
Legal confirmation that building can be used for required purposes
Agreement about leasehold improvements

3.3
Signing of contract and ordering of leasehold improvements

3.4
Paying security deposit

4 Equipping of Building

4.1
Selection and ordering of furniture
Ordering of office and laboratory equipment (incl. computers)
Buying company car(s)
Application for telephone, telex, telefax, utilities, waste removal
Completion of container setup (sanitary facilities, equipment washing)

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4.2

Transport of containers

4.3

Installation of containers in building

5 Staff

5.1

Asking INBIFO employees for acceptance of transfer

Employing local staff (business administration, general services)

Preparation of contracts including noncontractual benefits

Contract retaining law firm

Contract retaining tax consultant

5.2

Signing of staff contracts

5.3

Organization of accomodations

Transfer of staff to Brussels

Organization of staff cafeteria

6 Approval of Animal Experiments

6.1

Application at Ministry of Agriculture for approval of animal experimentation

Application at Ministry of Agriculture for approval of Dr. Kaegler as veterinarian

6.2

Approval of animal experimentation

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7 Insurance

7.1

Obtaining requisite insurance policies (staff, transport, building, equipment etc.)

8 Customs

8.1

Application for customs approval for importing test materials

9 Study

9.1

Adaptation of protocol to study requirements

Checking requirements for disposal of waste, dead animals etc.

Study approval by U.S. client

Making test material available

Ordering of animals

Start of study

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